



Georgia House of Representatives

Session Administrative Assistant

Compensation/Hourly	\$10.00 (40 hour work week)
Work Schedule	Monday – Friday (8:00 AM to 5:00 PM)

Job Description:

This temporary position begins one week prior to the legislative session and concludes on Day 40 (Sine Die).

Session Administrative Assistants are responsible for providing office support to full-time administrative assistants and 2 or more state representatives. Duties include: Greeting constituents, legislators, and others; answering telephones, routing calls, taking messages, typing correspondence, filing, sorting and distributing mail; running legislative errands and performing other administrative tasks as required.

Qualifications:

- Must be reliable, punctual and able to maintain confidentiality.
- Must be professional in dress and demeanor.
- Proficiency in MS Office application (Word, Excel, etc).
- Minimum typing rate of 60 words per minute.
- Ability to work well under pressure.
- Thoroughness and careful attention to detail.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Thorough knowledge of standard office equipment.